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2 March 1965

OFFICE OF SECURITY NOTICE NO: 65-4

FOR : All Office of Security Personnel

SUBJECT : OS Suggestion Awards Program

1. The purpose of this notice is to encourage ALL employees of the Office of Security, at headquarters and in the [REDACTED] field, 25X1A6a to participate in the OS Suggestion Awards Program. I feel certain that many of you, based on your experience over the years, have ideas, which, if adopted, would promote economy and improve the operating efficiency and effectiveness of the Office of Security, the Agency, or the U.S. Government. We welcome your suggestions -- send them in!!

2. For your information, incentive and suggestion award programs have been in effect in the Agency for a number of years. These programs have been very effective and have resulted in improved operations and economy. In addition, where suggestions have been adopted, the suggesters have benefited by receiving cash awards ranging from a few dollars to several hundred dollars. Recently an employee of the Security Records Division was the recipient of a \$250 cash award for a suggestion he submitted concerning the establishment of a color scheme for charging and recharging security files. During the past several years, a number of other Office of Security employees have been the recipients of cash awards for suggestions submitted.

3. I wish to emphasize the role of supervisors in this program, and the fact that supervisors are expected to promote and encourage suggestions from their employees. Supervisors must realize that the Suggestion Awards Program depends primarily on them, and that a good supervisor will encourage his employees to submit suggestions. To successfully support the program, supervisors must instill enthusiasm in their employees by welcoming ideas in the form of suggestions that will improve office operations.

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4. I urge each and every one of you to participate and submit suggestions which you feel will improve efficiency, promote economy, eliminate overlapping of functions, provide better utilization of personnel and equipment, improve security, and any other criteria which you feel would benefit the operation and the Office of Security, the Agency, or the U.S. Government. If you have an idea but feel you need assistance, discuss it with your supervisors and fellow workers. It is suggested, however, that before you submit a suggestion, you analyze it thoroughly and consider all aspects of the problem. In this way you will be better able to support your suggestion by pointing out the advantages resulting from its adoption over the system currently in effect. In other words, I would prefer a representative number of good suggestions rather than many suggestions to which too little thought was given before submission.

5. Everyone in the Office benefits from good, sound employee suggestions. The suggester, if his idea is adopted, shall be the recipient of a cash award or a certificate of appreciation. He gains recognition among his fellow employees and his supervisor. He enjoys the personal satisfaction of seeing "his" idea placed into operation which gives him a feeling of participation in the administration of the Office. In the final analysis, you, your Office, the Agency, and the taxpayer benefit from the improved efficiency of the operation and the monetary savings resulting therefrom.

6. During Fiscal Year 1965, to date, Office of Security personnel have submitted eleven suggestions. For the period involved, this is not a good record, especially when compared with our previous record, and the record of other offices of comparable size. To keep you informed of the progress of the Office in supporting the program during Fiscal Year 1966, I have asked the OS Suggestion Awards Committee to prepare a Quarterly Status Report which will reflect Office participation at Division and Staff level. The report will reflect:

1. The number of suggestions received.
2. The number of suggestions in process.
3. The number of suggestions adopted.
4. Cash Awards
5. Annual dollar savings.

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7. Suggestions should be prepared on Form 244 which is available from wall racks located in corridors near the elevators. Suggestions may be sent to the Chairman, OS Suggestion Awards Committee, Room 4E-69, or directly to the Incentive Awards Branch, Office of Personnel.

8. In summary, I urge all employees to give careful thought to ways in which the operating efficiency of the Office of Security, the Agency, or the U.S. Government may be improved. Furthermore, it is pointed out that any improvement in efficiency of operations results in economy, and, as you know, one of the primary goals of the Administration is to promote economy by reducing operating costs throughout the Federal Government.

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Howard J. Osborn  
Director of Security

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